



APPLICATION FOR RENTAL OCCUPANCY INSPECTION

City of Manchester, 14318 Manchester Rd., Manchester, MO 63011

Ph: 636 227 1385, Ext. 118; Fax: 636 821 8099

REQUIREMENTS:

- A new application must be completed for **every change of tenant** on a rental property.
- Violations found in initial inspection must be corrected within 30 days of first inspection; a passed inspection is valid for 90 days.
- Inspection fees are: \$150 for a condo/house; \$125 for a unit in an apartment building; \$45 for a third or fourth inspection required in a 90 day period. Fee must be paid before an inspection appointment will be scheduled.
- An Application for Occupancy Permit (separate form required) must be completed and received by the City before the premises are occupied by new tenants.

COMPLETE ENTIRE FORM

ADDRESS OF RENTAL PROPERTY			
Owner Name			
Owner Mailing Address			
Owner City/State/Zip			
Owner Phone		Cell	
Email		Fax	

Agent/Applicant <i>if not Property Owner</i>			
Company Name			
Agent/App Address			
City/State/Zip			
Agent/App Phone		Cell	
Email		Fax	
Occupancy Certificate To Be Sent To:		<input type="checkbox"/> Property Owner <input type="checkbox"/> Agent/Applicant	

Inspection Date Requested			
Expected Date Of Occupancy			
Is the property currently occupied?	<input type="checkbox"/> No	<input type="checkbox"/> If Yes →	Move in Date

I hereby agree to perform all necessary corrections if premises are found not to be in compliance and to complete an Application of Occupancy (separate form) when this inspection is passed but before the premises are occupied.

Owner/Agent(signature) _____ Date _____

Owner/Agent (please print) _____

PLANNING AND ZONING USE ONLY – Inspection Fees			
<input type="checkbox"/> Home \$150 on _____	<input type="checkbox"/> 3 rd Inspection \$45 on _____	<input type="checkbox"/> Other _____	